

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Organizational Support Director

QUALIFICATIONS:

- Mississippi Educator License in Educational Administration and Supervision
- Successful experience in classroom teaching
- Successful experience school administration
- Able to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Able to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational facilities, programs and services

REPORTS TO: Superintendent

SUPERVISES: Maintenance employees, Transportation employees, Safety employees, Alternative School employees, Discipline Coordinator, and other department staff

PERFORMANCE RESPONSIBILITIES:

- Serves as the District Athletic Director
- Serve as the District Athletic Facilities Coordinator
 - Coordinate/Facilitate Construction and Renovation efforts
 - Athletic Facility Scheduling and Use
- Serve as the District's Student Discipline Program Coordinator
 - Resolve Student Discipline Matters
 - Conduct/Coordinate Student Discipline Hearings
 - Serve as the District Liaison with Youth Court
 - Respond to Youth Court/Youth Detention Facility Issues
- Serve as the District Title XI Coordinator
- Serve as the District Safety Coordinator
 - Work with the Chief of Security to ensure creation and implementation of District and School Safety Plans to meet state compliance
- Oversee the District Alternative School Program to ensure compliance with state regulations
- Oversee the District Maintenance Operations
- Oversee the District Transportation Operations
- Oversee the District Safety Services
- Oversee the District Physical Education/ Health Programs to ensure MDE compliance
- Ensure and/or conduct a continuing program of staff training and personnel development

- Monitor and inspect bid specifications and performance quality of all outside contractors
- Assume the responsibility for district safety and risk management programs
- Ensure department compliance with state accountability/process standards and maintains accurate documentation
- Assume the responsibility for the completion of all other tasks as directed by the Superintendent of Schools
- Perform such other tasks and assumes such other responsibilities as requested by the Superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Employee)

_____ Date: _____
 (Supervisor)